

# **JSC Policy Directive**

**JPD 8821.1E**

**EFFECTIVE DATE: May 23, 2003**

**EXPIRATION DATE: Valid Until Rescinded**

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**RESPONSIBLE OFFICE:** JA15/Project Management Office

**SUBJECT:** Control of Cable – JSC Tunnel System

## **1. PURPOSE.**

To define the policy and procedures for installing, removing, and identifying all cable in the JSC tunnel system.

## **2. BACKGROUND.**

The tunnel system distributes utilities (steam, water, compressed air, 12.47-kV electrical power, and data and communications) to all major mall buildings. The control and identification of cables in the tunnel system is necessary to prevent installation of data or communication cables in the 12.47kV electrical power trays, prevent overloading of existing data cable trays, avoid safety and fire hazards, maintain operating clearances, preclude unnecessary risk of damage to existing cables, and maintain quality standards for cable attachment and identification techniques. Proper identification is necessary to ensure legitimacy of the requirement as well as maintaining accurate records.

## **3. APPLICABILITY.**

This Directive applies to all cable installations or removals within the tunnel system.

## **4. POLICY.**

Prior to the installation or removal of any cable in the tunnel system, a JSC Form 969, "Tunnel Cable Operations Permit," must be obtained and signed with the appropriate signatures. Also, the procedures specified in paragraph 6 must be followed to ensure that the work will be done in accordance with applicable codes and will preclude unnecessary risk of damage to existing cable systems. New and existing cable exiting all buildings into the tunnel system shall be identified in accordance with paragraph 6d.

## **\*5. RESPONSIBILITIES.**

The Security Office has the authority to remove any person(s) installing or removing cable in the tunnel not in possession of an approved JSC Form 969. The Project Management Office (office chief or designee) has review and approval authority for all cable installation plans.

## **6. PROCEDURES.**

\*a. Any JSC organization desiring to install or remove cables in the tunnel system shall obtain a JSC Form 857, "Cable Installation/Cable Removal Form," from the Center Operations Directorate (COD) support contractor and have it signed by the Configuration Control Manager.

\*b. A copy of the procedures and guidelines for cable installation or removal will be provided with JSC Form 857. Users will return completed JSC Forms 857 to the COD support contractor where a signed JSC Form 969 and cable identification number will be issued.

\*c. After completion of an installation or removal, the organization responsible for accomplishing the task will contact the COD support contractor to arrange for an inspection. An inspection report shall be returned to the performing organization indicating approval or citing changes required to obtain final approval.

d. The user is required to label all cable within 5 feet of an exit point, at intervals of 100 feet, and within 5 feet of all tunnel intersections. The label will contain the Electrical Operations Branch assigned cable number listed on JSC Form 969.

## **RESCISSION.**

JMI 8821.1D, 8/15/94.

\*Denotes change from previous version if applicable.

"Original signed by"

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Director, Center Operations

## **DISTRIBUTION:**

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